

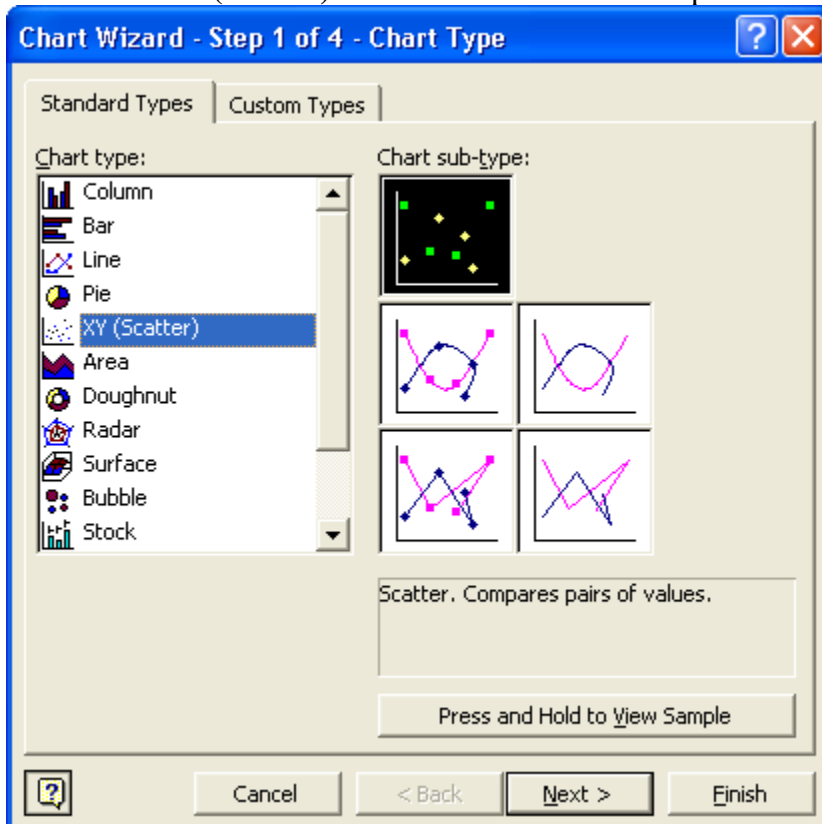
Creating a Scatter Diagram in Excel

1. First, type your data in two columns. Age is in cells A3:A18 and Number of absences is in cells B3:B18.

Age	# absences
20	2
24	1
28	3
30	4
32	5
35	7
41	6
45	8
48	5
50	9
53	9
55	12
62	10
64	8
65	11
67	13

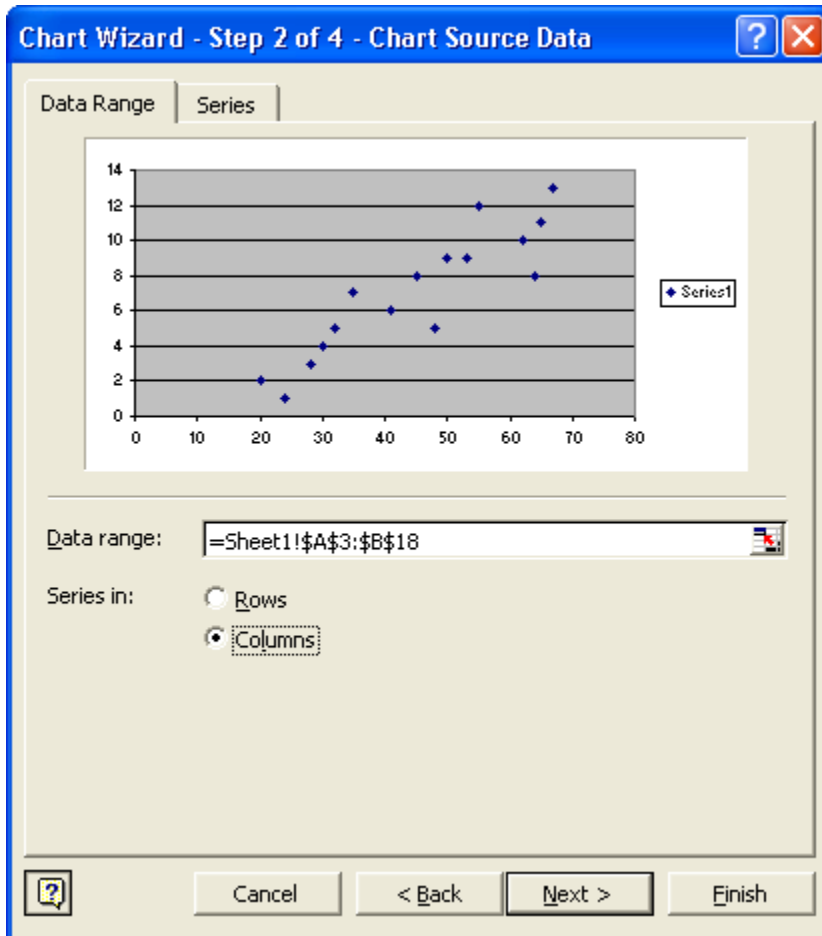
2. Select **Insert > Chart** from the tool bar to bring up the Chart Wizard.

3. Choose **XY (Scatter)** and select the unconnected points from the **Chart sub-type**



4. Click **N**ext>

5. In the **Data Range** box, indicate where all of your data (the X and Y variables) are located. For example, you might indicate A3:B18. Since your data is in columns, check **Columns** under: “**Series in.**”



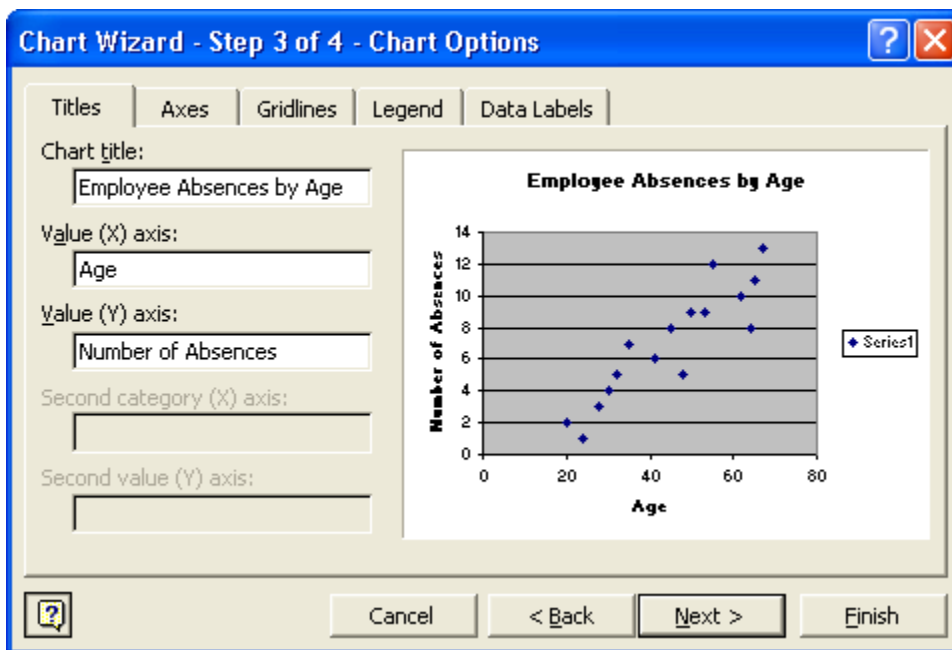
6. Click **N**ext>

7. You will now write labels for your chart:

Chart title: Give the chart a name, e.g., Employee Absences by Age

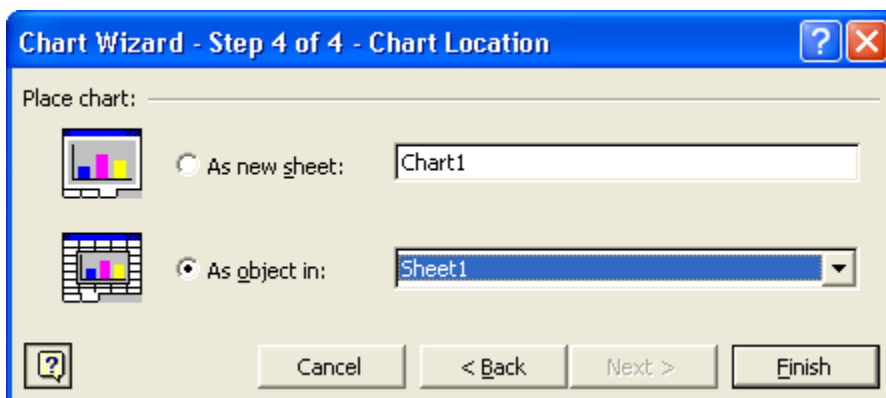
Value (X) Axis: variable name for the x-variable, e.g., Age

Value (Y) Axis: variable name for the y-variable, e.g., Number of Absences



8. Click **Next>**

9. **Place chart:** you will have a choice to place chart **As new sheet:** or **As object in:** by clicking on one of these options. Choose: **As object in: sheet 1**



10. Click **Finish**

Note: If you highlight the chart, you can “grab” one of the corner handles to change the size of the chart. You can also drag it to another part of the page.

To Create a Linear Regression Line

11. Highlight the entire chart window. You should see a “Chart” menu appear on the tool bar (next to the “Window” menu). Select **Chart > Add trendline**.
12. **Trend/Regression Type:** Select **L**inear
13. From the Options Tab, click on boxes in front of **D**isplay **e**quation on chart and **D**isplay **R**-squared value on chart. A high R-squared value means that the X-variable does a good job in explaining the Y-variable.
14. Click **OK**

